

**PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING MINUTES**

January 18, 2017

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, January 18, 2016, in the Pearlington Recovery Center.

In Attendance:

Cabrina Bell, Vice Chairman
Rosa Jackson, Commissioner
Denise Wilkinson, Commissioner
Zoe Bretzius-Bowers, PWSD General Manager
Ty Necaise, CPA
Michael Haas, Attorney

Absent:

James Lamy, Chairman
James Bennett, Commissioner

Vice Chairman Bell called the official meeting to order at 5:01 p.m. The Pledge of Allegiance was said, followed by a moment of silent reflection.

PUBLIC REQUEST TO SPEAK

Mae Bradley – Mrs. Bradley requested consideration for the amount of water she used in attempting to prevent her water pipes from freezing. Mr. Necaise stated that her meter reading would be reviewed to determine the impact the constant running of water during freezing temperatures had on her bill. The District has no policy in place to address the running of water to prevent pipes from freezing.

Anthony Vernaci – Mr. Vernaci requested water hookup to a faucet because he pays for water each month. The PWSD General Manager presented a picture of Mr. Vernaci's current plumbing to the Board. She also provided a reference to PWSD policy. (Attachment 2.B) Mr. Vernaci's house water is supplied by a well in his yard. His current plumbing does not satisfy requirements. The general manager requested documentation about the original hookup from Compton's, but the information has not been received. The Board stated that the District cannot hook up city water to a faucet; the water must go to the home. Mr. Vernaci was instructed to correctly plumb the water pipes as instructed by the PWSD general manager and request an inspection. Once the plumbing passes inspection, the water will be connected.

OLD BUSINESS

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve the December 21, 2016, Board Meeting Minutes. (Attachment 3.A) **Motion passed.**
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve the December 2016 Treasurer's Report. (Attachment 3.B) **Motion passed.**

NEW BUSINESS

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve the docket of claims for January 2017. (Attachment 4.A) **Motion passed.**
- Date of the next regular monthly meeting was announced as February 15, 2017, at the Pearlington Recovery Center.

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BOARD MEMBER REPORTS

Chairman Report (Mr. Lamy was not in attendance)

- Mr. Haas requested that PWSD board member attendance be recorded, reviewed, and addressed if individual absences become excessive. The secretary has maintained a record of board member attendance in the minutes. Additionally, Mr. Necaïse has kept a record of attendance and he offered to generate a spreadsheet to present to the Board at the next meeting.
- **Port and Harbor Meeting – Mr. Scott Burge:** The scheduled meeting with the Port and Harbor Commission occurred in December. Discussions were positive and optimistic. The next step will be to look more closely at existing systems and potential needs.

CPA REPORT (TY NECAISE)

- **Budget vs Actual Report** – Mr. Necaïse reviewed the Profit and Loss Budget vs the Actual Budget. (*Attachment 6.A*)
- **Revision to Handbook, Vacation Policy** – The handbook is in the process of being reviewed/revised, but the Vacation Policy needed immediate attention. Mr. Necaïse explained the concerns with the existing policy and offered options for resolution. Following discussion, the Board recommended use of the accrual system with a separation of sick days and vacation days. Mr. Necaïse stated he would have a revised policy to present to the Board for the next meeting. (*Attachment 6.B*)

GENERAL MANAGER REPORT

Operations:

- **Tech Training** – The PWSD general manager requested approval for technicians to attend training at the Diamondhead Community Center. (*Attachment 7.A*) **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve requested training at the Diamond Community Center for the PWSD technicians. **Motion passed.**
- **Unaccountable water loss** – The general manager explained that the unaccountable water loss was rather high at 33%. (*Attachment 7.B*) Leaking fire hydrants seemed to be the source of the loss. Fire hydrant flow testing will occur and high numbers are again expected for unaccountable water loss due to that activity.
- **Maintenance Building Pump and Panel** – The pump of the step tank at the maintenance facility needed to be replaced by a stronger pump. With a stronger pump, the panel needed to be replaced. The general manager presented a quote for the replacement project. (*Attachment 7.C*) **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve

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the replacement of the pump and panel at the maintenance facility and accept the quote from Benvenuti Electrical Apparatus & Repair, Inc. in the amount of \$3,318.00. **Motion passed.**

ATTORNEY’S REPORT

- **Oak Harbor Consent Decree** – Mr. Haas found the Consent order. The documentation will be provided to Mr. Burge and Mr. Necaise.

- **Reappointment of Board members** – Mr. Haas requested a follow-up regarding the letter requesting Hancock County Board of Supervisor reappointment of Mr. Lamy to the Pearlington Water and Sewer District Board of Commissioners. The general manager confirmed that the letter had been sent.

EXECUTIVE SESSION

None

ADJOURMENT

Motion was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to adjourn the meeting. **Motion passed**

There being no further business, the Chairman adjourned the meeting at 6:23 p.m.

Denise Wilkinson, Secretary/Treasurer

Cabrina Bell, Vice Chairman